



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 4

DATE: 1/28/2025

**SUBJECT: CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION –
HUMAN RESOURCES**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of a change to the Table of Organization for Human Resources to reclassify one (1) position effective January 29, 2025.

BACKGROUND

Human Resources is requesting that the Grade 73 Assistant Benefits Manager position (20002262) be reclassified to a Grade 71 Human Resources Generalist position. This General Fund position provides overall support of Tarrant County’s recruitment process including screens employment applications including manages the selection process for background checks. The Human Resources Generalist position description already exists and does not require Job Evaluation Committee review.

FISCAL IMPACT

The FY 2025 net savings to the General Fund is approximately \$16,050.82 including fringe benefits.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Roxie Held

Position Changes

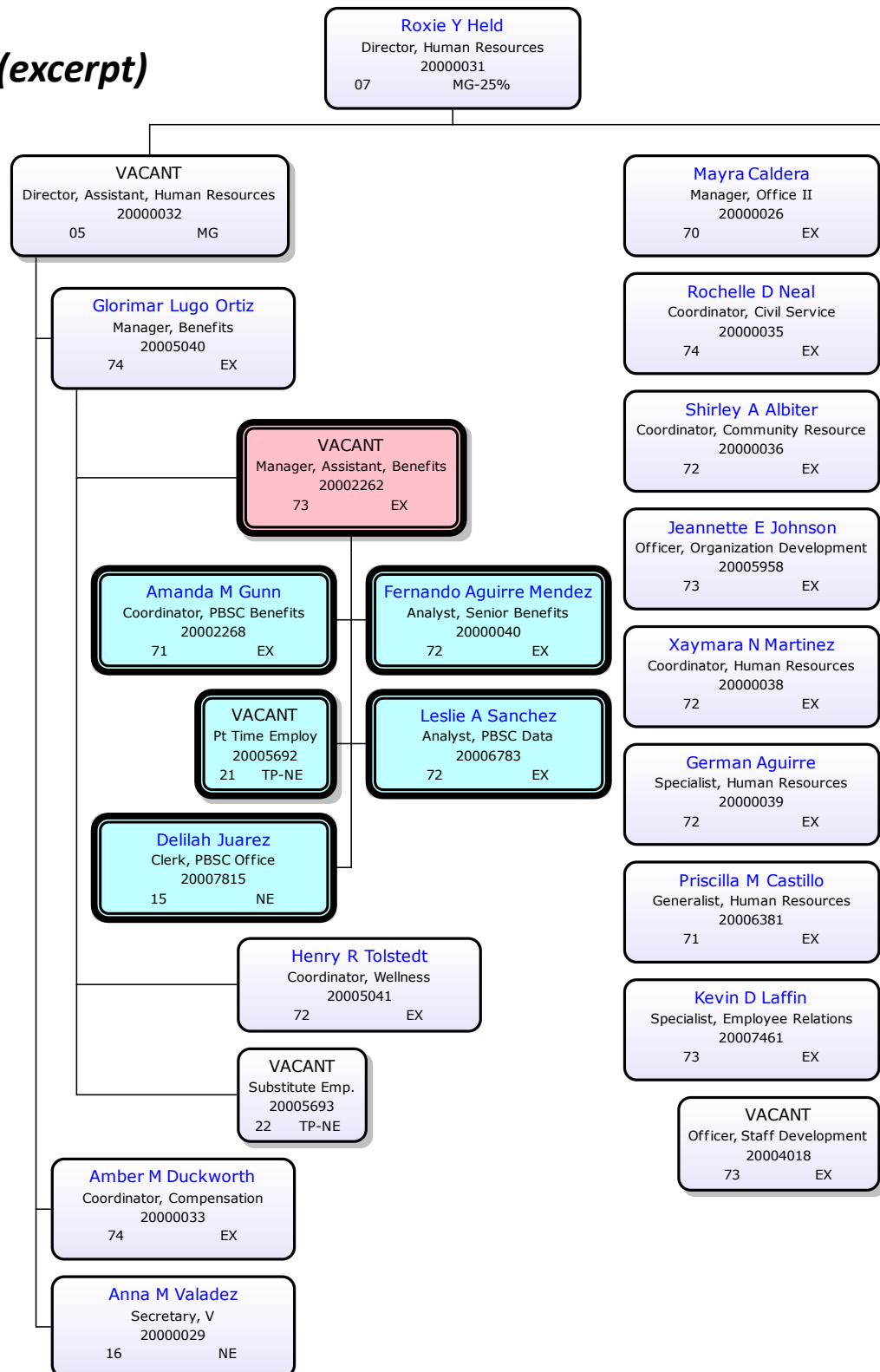
Current Position Number, Title & Grade	Current Organizational Unit	Current Job Number	Current Cost Center and Fund/Grant	Proposed Position Number, Title & Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Cost Center and Fund/Grant	Effective Date
20002262 - Assistant Benefits Manager, Grade 73	10000061 - Human Resources-PBSC	1270 - Supervisor TC73	1820100000/10000-2025/General Fund	20002262 - Human Resources Generalist, Grade 71	10000037 - Human Resources	1229 - Professional TC71	---no change---	1/29/2025
200000040 - Senior Benefits Analyst, Grade 72	10000061 - Human Resources-PBSC	1230 - Professional TC72	1820100000/10000-2025/General Fund	---no change---	10000039 - Human Resources Benefits	---no change---	---no change---	1/29/2025
20006783 - PBSC Data Analyst, Grade 72	10000061 - Human Resources-PBSC	1230 - Professional TC72	1820100000/10000-2025/General Fund	---no change---	10000039 - Human Resources Benefits	---no change---	---no change---	1/29/2025
20007815 - PBSC Office Clerk, Grade 15	10000061 - Human Resources-PBSC	1090 - General Ofc Clerk TC15	1820100000/10000-2025/General Fund	---no change---	10000039 - Human Resources Benefits	---no change---	---no change---	1/29/2025
20005692 - Part Time Employee, Grade 21	10000061 - Human Resources-PBSC	1309 - Part Time Employee TC21	1820100000/10000-2025/General Fund	---no change---	10000039 - Human Resources Benefits	---no change---	---no change---	1/29/2025

Organizational Unit Change

Current Org Unit Number and Title	Current Supervising Organizational Unit	Proposed Supervising Organizational Unit	Effective Date
10000422 - Human Resources-PBSC Customer Service	10000061 - Human Resources-PBSC	10000039 - Human Resources Benefits	1/29/2025

Human Resources (excerpt)

Current



Human Resources (excerpt)

Effective January 29, 2025

